

Ref:	NR/L3/ERG/004
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

Ref:	NR/L3/ERG/004
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

## Level 3

# Maintenance Process for the Control of Excessive Working Hours for Safety Critical Staff

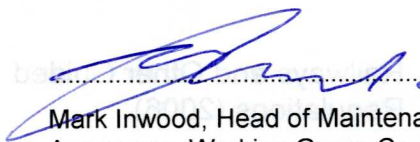
### Endorsement and Authorisation

Endorsed by:



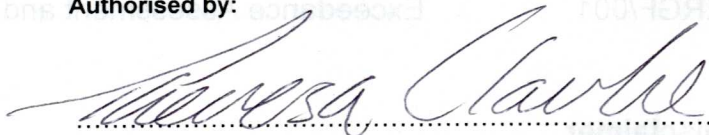
Fiona Kenvyn, Ergonomics and Human Factors Specialist, Working Group Co-Chair

Endorsed by:



Mark Inwood, Head of Maintenance Compliance & Assurance, Working Group Co-Chair

Authorised by:



Theresa Clarke, Head of Ergonomics, Steering Group Chair

Accepted for issue by:



M. McManus, National Standards Manager

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2009 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, Kings Place, 90 York Way, London. N1 9AG.



Ref:	<b>NR/L3/ERG/004</b>
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

## Issue record

Issue	Date	Comments
1.0	Jan 2009	Initial issue

## Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 06 June 2009.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

## Reference documentation

NR/SP/ERG/003 Control of Excessive Working Hours for Persons Undertaking Safety Critical Work, April 2006

NR/GN/INI/001 Guidance on the management of door to door work and travel time, December 2008

Legislation: Railways and Other Guided Transport Systems (Safety) Regulations (2006).

ERGF/001 Exceedance Assessment and Request Form (Parts 1 and 2)

## Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

## Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations may obtain copies of this document from IHS (Technical Indexes Ltd) tel: 01344 328039.

Ref:	<b>NR/L3/ERG/004</b>
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

## Contents

1 Purpose	3
2 Scope	3
3 Roles and responsibilities	4
4 Definitions	5
5 Procedure	7

### 1 Purpose

This procedure describes the process the Maintenance function follows to meet the requirements for authorising excessive working hours in safety critical employees.

The requirements of this procedure are to be met in addition to those laid out in NR/SP/ERG/003 (Control of Excessive Working Hours for Persons Undertaking Safety Critical Work, April 2006).

### 2 Scope

This procedure applies to all Network Rail Maintenance employees undertaking work of a safety critical nature, on Network Rail controlled infrastructure, and particularly to Line Managers who:

- Have responsibility for the rostering and/or management of staff in safety critical work posts, and/or
- Are responsible for arranging, placing, controlling and monitoring of contracts which involve undertaking work of a safety critical nature on Network Rail controlled infrastructure.

Ref:	<b>NR/L3/ERG/004</b>
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

### 3 Roles and responsibilities

RACI DETAILS	Resources			
	Team Leader	On-Call Manager	Section Manager	Section Administrator
Process Task				
5.1.1	R	R	R	
5.1.2	R			
5.1.3		R		
5.2.1			R/A	
5.2.2			R/A	
5.2.3			R/A	
5.3.1	R	C		
5.3.2	R/A	C		
5.3.3	R/A	C		
5.3.4		R/A		
5.3.5			R	
5.3.6			R/A	
5.3.7			R/A	
5.4.1			R	I/R
5.4.2			R/A	
5.4.3			R/A	

RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared
- A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one ‘A’ can be assigned
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.

Ref:	NR/L3/ERG/004
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

## 4 Definitions

For the purposes of this standard, the definitions in NR/SP/ERG/003 apply. The specific definitions relating to the process outlined in this standard are detailed below. Some definitions have been further enhanced to make them more specific to the Maintenance organisation.

### Exceedance

Where hours/days are worked over the working time limits defined in this procedure. Where the working time limit is defined in terms of number of hours/shifts, each shift or hour over the limit will be counted as a separate exceedance (e.g. if one shift were 13.5 hours then 1.5 hours would be recorded).

A **planned exceedance** occurs when an individual or team are aware prior to commencing a shift that their hours of work will take them beyond the working time limits. This may occur when an individual works more than 13 consecutive shifts, or more than 72 hours in a week, for example.

An **unplanned exceedance** occurs when an individual or team are required to work beyond the working time limits as a result of an unplanned event or incident. This may occur when an individual works more than 12 hours in a shift.

*NOTE Unplanned exceedances might occur in the following circumstances:*

- *when infrastructure faults need to be rectified and to delay would result in degraded working and/or significant operational disruption*
- *when work can be completed within two hours and to call out another relieving team would create additional working time issues*
- *when work cannot be left incomplete and to do so would result in degraded working and/or significant operational disruption*
- *when an unforeseeable event has delayed the start of work and the scope of work cannot be reduced.*

### Exceptional Circumstances

Where extended working is necessary in order to avoid or reduce:

- risks to the health and safety of persons on the railway
- significant disruption to services and it is not reasonably practicable to take alternative steps (e.g. by providing relief staff).

Such circumstances would include:

- Extreme weather conditions
- Equipment failure
- Accident or serious incident
- Shortage of staff which is not foreseeable (e.g. sudden illness) and which would cause significant operational disruption (i.e. closing a signalbox, possession overruns)

*NOTE The existence of long standing job vacancies or planned organisational changes that affect the number of safety critical workers should not be a reason for exceeding the standards. Where delay in completing work and/or rectifying a fault has no impact on the safety of the railway or does not prevent significant operational disruption, it does not constitute an exceptional circumstance.*

Ref:	<b>NR/L3/ERG/004</b>
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

*Exceedances should not be granted for work that can be completed at another time without disruption or a need to exceed the working time limits.*

## **Fatigue**

Fatigue is caused by physical or mental exhaustion due to working for too long, undertaking demanding or monotonous work and having too little rest. Fatigue has been identified as a causal factor in incidents and accidents and can lead to reduced vigilance and alertness, increased errors, impaired decision making and a general deterioration in mood and motivation.

## **Hours Worked/Hours of Work**

Actual (not rostered) hours of work include any overtime, any rest days worked, paid travelling/walking time and paid meal/rest breaks. See also definition of on call.

*NOTE For staff commencing duty at a remote location (i.e. not at his/her normal place of work (home station)), travelling time is only included if they are required to attend at their normal place of work before or after the turn of duty/shift, and it is only the travelling time after they have attended their home station that should be included in the calculation of hours worked.*

*'Wash up' time or 'handover' time incurred by staff is included. Any kind of paid or unpaid leave (e.g. sick leave, annual leave) is excluded.*

*Work not classified as safety critical, but which is undertaken by staff during the same shift as safety critical work, is considered as safety critical work for the purposes of calculating hours of work.*

*Attendance at a residential course, any other training course or other official Network Rail business away from the normal place of work constitutes a working day and must be included when continuous days worked are being calculated.*

## **Line Managers**

A post within Network Rail that is directly responsible for the management of staff undertaking work of a safety critical nature.

## **Nominated Person**

Any person nominated by the Line Manager or Section Manager that is considered competent to authorise an exceedance.

*NOTE This is usually the On Call Manager. In locations where a formal arrangement is in place utilising Control to document risk assessments for authorisation of exceedances, a member of Control staff may be considered as a Nominated Person.*

## **On Call**

Waiting to respond to an emergency call out or answering a query from persons working in the field. The time spent waiting is not considered as work for the purposes of this standard. On call is only considered as work when work is actually undertaken, such as when the individual is managing an incident or supplying information.

## **On Call Manager**

The nominated person during out of hours or emergency situations, who is responsible for controlling and authorising exceedances to working time limits for staff when the relevant Line Manager is not available.

Ref:	NR/L3/ERG/004
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

## Roster

A list or plan showing turns of duty or leave for individuals or groups.

## Safety Critical Work

The term 'safety critical work', as defined by the Railways (Safety Critical Work) Regulations, includes work which has the most potential to lead to significant adverse effect on the safe operation of the railway system. This includes work which may affect the operation or safety or inter-working on Network Rail's controlled infrastructure.

Applicability to supervisors relates to those posts which have a **direct** supervisory role such as their checks on completed work.

## Working Time Limits

For safety critical work posts, these are the limits of working time are as defined in NR/SP/ERG/003. These are: -

- No more than twelve hours to be worked per turn of duty/shift
- No more than seventy-two hours to be worked per calendar week (00:00hrs Sunday to 23:59 hrs Saturday)
- A minimum rest period of twelve hours between booking off from a turn of duty/shift to booking on for the next turn of duty/shift.
- No more than thirteen turns of duty to be worked in any fourteen day period.

Additionally, for Signalling and Telecommunications Testing Staff, a maximum of 23 turns of duty in any two consecutive 14 day periods (starting and ending on any day of the week).

## 5 Procedure

### 5.1 Exceeding Working Time Limits

5.1.1 Working time limits shall be exceeded only in infrequent and exceptional circumstances, as defined in Section 4 of NR/SP/ERG/003.

5.1.2 Team Leaders or Track Chargemen shall have a copy of the exceedance request and risk assessment form (ERGF/001) in their work pack so it is available for reference when unplanned exceedances occur.

5.1.3 On-Call Managers shall have a copy of the risk assessment guide in Appendix A of this standard and of the exceedance request form (ERGF/001) when undertaking an on-call shift so it is available for reference when unplanned exceedances occur.

### 5.2 Authorising Working Time Exceedances – Planned

5.2.1 Before authorising the exceedance, the Section Manager shall:

- Consider the risks involved to confirm that the exceedance does not result in unacceptable risk to the individual or the safety of the railway
- Consider the alternative options available
- Identify mitigation measures to address the fatigue risks associated with the exceedance. These might include:

Ref:	NR/L3/ERG/004
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

- alteration of the roster to provide sufficient rest days for staff who have exceeded
- provision of additional resources
- alteration/scaling down of scheduled works
- reallocation of staff to priority work tasks
- additional supervision on site
- additional in-shift breaks on site.

5.2.2 Where the Section Manager determines that an exceedance can be authorised, he/she shall make a record of the authorisation using the relevant form (ERGF/001), documenting the additional mitigation measures to be implemented as appropriate.

5.2.3 The Section Manager shall take steps to relieve staff who have worked in excess of the working time limits as soon as possible and enable them to take adequate rest.

### **5.3 Authorising Working Time Exceedances – Unplanned**

5.3.1 Where an exceedance is unplanned or incurred out of hours, the On-Call Manager or other Nominated Person previously identified by the Section Manager shall be contacted to provide authorisation.

5.3.2 Team Leaders or other persons requesting the exceedance shall:

- consider the risks involved to confirm the exceedance does not result in unacceptable risk to the individual or the safety of the railway
- consider alternative options available
- identify mitigation measures to address the fatigue risks associated with the exceedance. These might include:
  - alteration of the roster to provide sufficient rest days for staff who have exceeded
  - provision of additional resources
  - alteration/scaling down of scheduled works
  - reallocation of staff to priority work tasks
  - additional supervision on site
  - additional in-shift breaks on site.

Ref:	<b>NR/L3/ERG/004</b>
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

5.3.3 The relevant exceedance authorisation documentation, form ERGF/001, shall be completed prior to an exceedance being incurred, including documentation of any mitigation measures to be implemented.

5.3.4 The exceedance shall only be granted if the On-Call Manager or Nominated Person is satisfied with the risk assessment and the mitigation measures to be put in place.

5.3.5 Where they have not been directly involved in the exceedance authorisation, Section Managers shall co-sign exceedance authorisation forms on the next working day.

5.3.6 Section Managers shall take steps to relieve staff who have worked in excess of the working time limits as soon as possible to enable them to take adequate rest.

5.3.7 Section Managers shall take steps to mitigate against further exceedances occurring. These mitigating measures might include:

- alteration of the roster to provide adequate rest days for staff who have exceeded
- provision of additional resources
- alteration/scaling down of scheduled works
- reallocation of staff to priority work tasks
- additional supervision on site
- additional in-shift breaks on site

#### **5.4 Reporting and Monitoring Exceedances**

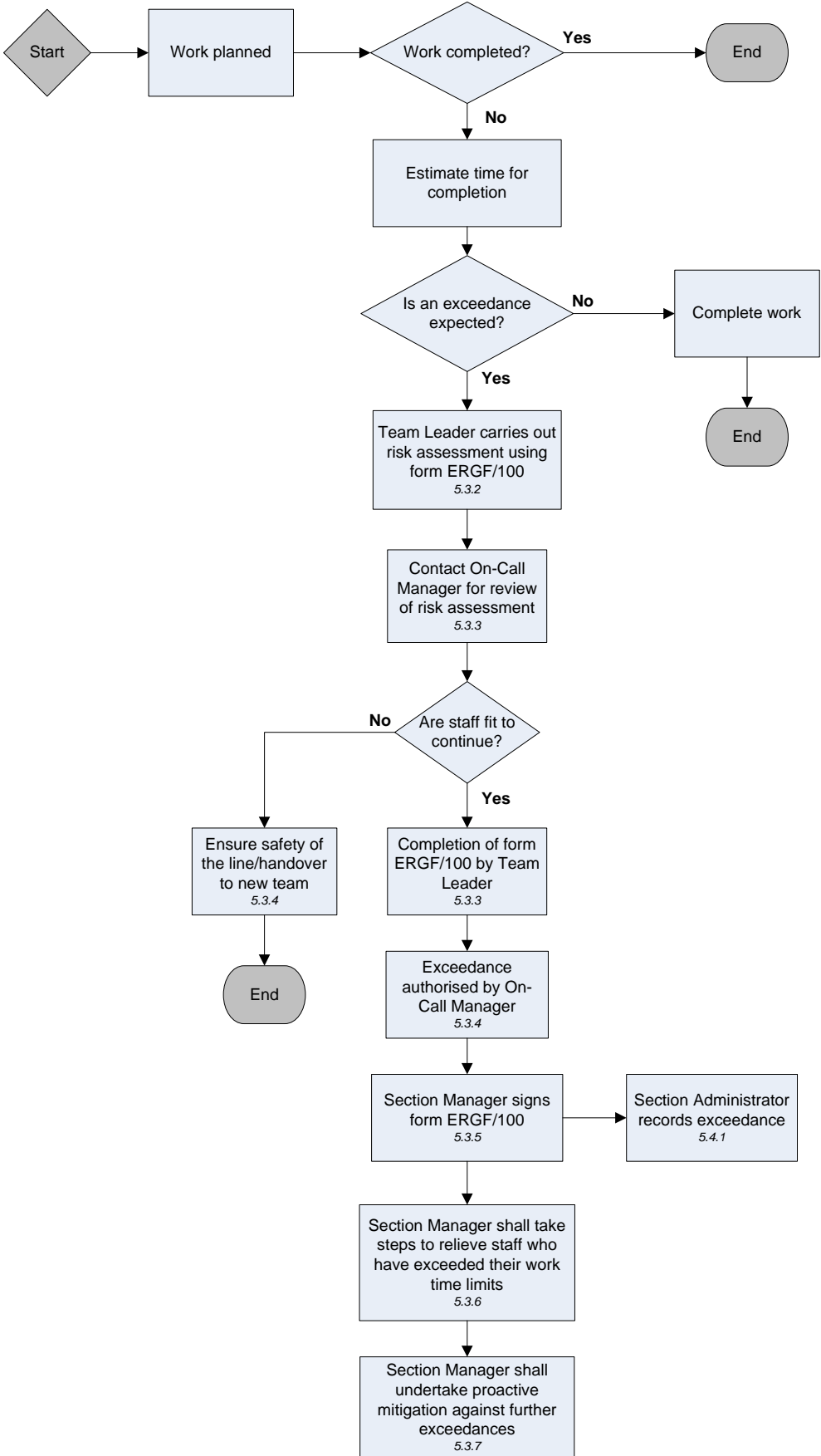
5.4.1 Completed exceedance authorisation forms shall be forwarded to the Section Administrator or other role nominated by the Section Manager for recording. Processes relating to the recording and monitoring of working time exceedances remain as outlined within section 5.5 of NR/SP/ERG/003.

5.4.2 Section Managers shall monitor exceedances involving their staff and take action where practicable to address recurring causes.

5.4.3 A review of exceedance data, including a review of the causes, should be included as part of the period management review process to enable proactive management of working time exceedances.

Ref:	<b>NR/L3/ERG/004</b>
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

**Figure 1 – Flow chart depicting process for unplanned exceedances**



Ref:	<b>NR/L3/ERG/004</b>
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

## Appendix A: Exceedance Risk Assessment Guide

Feature	Think About	Risks	Possible Mitigations
Quality of rest periods	<p>Will the individual have had sufficient rest before working the exceedance?</p> <p>Will the quality of the rest period be affected by factors outside of work?</p> <p>Will the individual's travel arrangements to and from work impact on the rest period?</p> <p>Does the exceedance impact on the next rest period?</p>	<p>It is important that individuals have sufficient recovery time between shifts. Ideally sufficient rest must include time to travel home, wind-down, have a full 7/8-hour sleep, have at least one meal and come back to work.</p> <p>The quality of the rest may be affected by non-work circumstances such as a new baby, a medical condition, or personal worries that could affect the quality of the rest period?</p> <p>Research shows how travelling time to and from work can contribute to fatigue. For example, commutes of +1 hour has an impact on fatigue, travelling during peak rush hours is more tiring and waiting time for public transport can add significantly to the overall travelling time.</p>	<p>Provision of a full rest period before next shift</p> <p>Provide driving assistance if there are long travelling times</p> <p>Consider lodging turns for staff travelling + 2 hrs to a worksite.</p> <p>Shift swap to allow longer rest period</p> <p>Avoid, where reasonably practical, authorising exceedances for staff whose circumstances outside of work may impact on the quality of their rest.</p>
Work pattern	<p>Will the individual be more at risk from fatigue because of the shifts they have been working prior to the exceedance?</p>	<p>Fatigue accumulates over successive work periods. This will be greater if the individual has been working successive nights or successive earlys which start before 07:00.</p> <p>Rest between shifts helps to manage fatigue from consecutive blocks. At least two night's sleep is usually needed to dissipate fatigue associated with successive night shifts.</p>	<p>Where reasonably practicable avoid authorising exceedances:</p> <ul style="list-style-type: none"> <li>• which involve more than 7 consecutive nights</li> <li>• for individuals who have not had sufficient rest prior to the exceedance</li> </ul>
Type of shift	<p>Does the exceedance involve working additional hours on nights or earlys?</p>	<p>The risks associated with working additional hours or additional shifts varies according to the type of shift. Night shifts present the greatest risk - levels of alertness and performance are at their lowest as we are working at a time normally reserved for sleep. Early shifts, particularly where they start before 07:00, present a risk because of shortened sleep periods.</p>	<p>Where reasonably practicable avoid authorising exceedances which involve consecutive nights and earlys that start before 07:00.</p>

Ref:	NR/L3/ERG/004
Issue:	1.0
Date:	07 March 2009
Compliance date:	06 June 2009

Feature	Think About	Risks	Possible Mitigations
Nature of work and work environment	<p>Is the work particularly mentally demanding (i.e. involving long periods of concentration?)</p> <p>Are there natural breaks or quiet periods during the work period?</p> <p>Are there are unusual conditions such as degraded working</p> <p>Are there more work activities than normal?</p> <p>Are the working conditions excessively uncomfortable?</p>	<p>If an individual is going to working excessive hours then it is important that they have the opportunity for regular breaks, even if they are short in duration, and refreshment in order to maintain levels of alertness.</p> <p>Very hot or very cold or wet conditions can result in a level of discomfort that results in stress and therefore increases fatigue levels</p>	<p>Provide additional breaks</p> <p>Make arrangements for suitable refreshments to be provided</p> <p>Vary the work being undertaken</p> <p>Where the working conditions are uncomfortable provide opportunities for the individual to take breaks away from that environment,</p>
Individual	<p>Is the individual who is going to be working the exceedance new?</p> <p>Does this individual persistently work overtime?</p>	<p>Work is more effortful and therefore more tiring for those new to the job.</p> <p>Volunteering to work additional hours/shifts can mitigate the impact of fatigue slightly because it is associated with an increase in morale. However, care should be taken with individuals who persistently work overtime as this is an indication they could feel compelled to or have personal difficulties that mean they want to/have to be at work more and may not be managing their fatigue levels.</p>	<p>Put in place arrangements for additional monitoring or additional support from a colleague or supervisor.</p> <p>Avoid, where reasonably practicable, using the same individuals to work overtime.</p>

# Standards Awareness Briefing Note



<b>Ref:</b> NR/L3/ERG/004	<b>Issue:</b> 1	<b>Publication Date:</b> 07/03/2009	<b>Compliance Date:</b> 06/06/2009
<b>Title:</b> Maintenance Process For The Control Of Excessive Working Hours For Safety Critical Staff			
<b>Standard Owner:</b> Head Of Ergonomics			
<b>Non-Compliance rep (NRNC):</b> Head Of Maintenance Compliance & Assurance			

<p><b>Purpose:</b> This procedure aims to address the current non-compliance by the Maintenance function with NR/SP/ERG/003. It specifically describes the process the Maintenance function shall follow to meet the requirements for authorising excessive working hours in safety critical staff. The requirements of this procedure are to be met in addition to those laid out in NR/SP/ERG/003.</p>	<p><b>The following teams require briefing:</b></p> <p><b>A= Awareness, T= Technical</b></p> <table border="0"> <tr> <td></td> <td style="text-align: center;"><b>A</b></td> <td style="text-align: center;"><b>T</b></td> </tr> <tr> <td>Executive Management Group</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Commercial Property</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Strategic Sourcing</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Corporate Development</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Finance</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Funding</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Govt &amp; Corp Affairs</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Human Resources</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Information Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Legal Services</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>National Delivery Service</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Network Development</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Ops &amp; Customer Services</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Planning &amp; Regulation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Safety and Compliance</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>CTRL</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Westwood</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>Engineering</b></td> <td></td> <td></td> </tr> <tr> <td>Asset Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Civil Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Electrical Power Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Enhancement Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Ergonomics</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>FTOCS</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Ops Principles &amp; Standards</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Plant Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Railway Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>T &amp; RS Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Telecoms Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Track Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Signal Engineering</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><b>Infrastructure Investment</b></td> <td></td> <td></td> </tr> <tr> <td>Crossrail</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Track</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Programme Controls</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Contracts &amp; Procurement</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>HSEA</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sig. Power &amp; Comms</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>WCRM</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Construction</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>FTN/GSM-R</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Thameslink</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Enhancement Contractors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>Infrastructure Maintenance</b></td> <td></td> <td></td> </tr> <tr> <td>Central Team</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Route Teams</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Delivery Units</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>National Programme Team</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Operational Property</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Overhead Condition Renewals</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Contingent Labour Contractors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Plant Contractors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Infrastructure Support Services Contractors (Off Track)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		<b>A</b>	<b>T</b>	Executive Management Group	<input type="checkbox"/>	<input type="checkbox"/>	Commercial Property	<input type="checkbox"/>	<input type="checkbox"/>	Strategic Sourcing	<input type="checkbox"/>	<input type="checkbox"/>	Corporate Development	<input type="checkbox"/>	<input type="checkbox"/>	Finance	<input type="checkbox"/>	<input type="checkbox"/>	Funding	<input type="checkbox"/>	<input type="checkbox"/>	Govt & Corp Affairs	<input type="checkbox"/>	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	Information Management	<input type="checkbox"/>	<input type="checkbox"/>	Legal Services	<input type="checkbox"/>	<input type="checkbox"/>	National Delivery Service	<input type="checkbox"/>	<input type="checkbox"/>	Network Development	<input type="checkbox"/>	<input type="checkbox"/>	Ops & Customer Services	<input type="checkbox"/>	<input type="checkbox"/>	Planning & Regulation	<input type="checkbox"/>	<input type="checkbox"/>	Safety and Compliance	<input type="checkbox"/>	<input type="checkbox"/>	CTRL	<input type="checkbox"/>	<input type="checkbox"/>	Westwood	<input type="checkbox"/>	<input type="checkbox"/>	<b>Engineering</b>			Asset Management	<input type="checkbox"/>	<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Power Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enhancement Engineering	<input type="checkbox"/>	<input type="checkbox"/>	Ergonomics	<input type="checkbox"/>	<input type="checkbox"/>	FTOCS	<input type="checkbox"/>	<input type="checkbox"/>	Ops Principles & Standards	<input type="checkbox"/>	<input type="checkbox"/>	Plant Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Railway Systems	<input type="checkbox"/>	<input type="checkbox"/>	T & RS Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Telecoms Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Track Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Signal Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Infrastructure Investment</b>			Crossrail	<input type="checkbox"/>	<input type="checkbox"/>	Track	<input type="checkbox"/>	<input type="checkbox"/>	Programme Controls	<input type="checkbox"/>	<input type="checkbox"/>	Contracts & Procurement	<input type="checkbox"/>	<input type="checkbox"/>	HSEA	<input type="checkbox"/>	<input type="checkbox"/>	Sig. Power & Comms	<input type="checkbox"/>	<input type="checkbox"/>	WCRM	<input type="checkbox"/>	<input type="checkbox"/>	Construction	<input type="checkbox"/>	<input type="checkbox"/>	FTN/GSM-R	<input type="checkbox"/>	<input type="checkbox"/>	Thameslink	<input type="checkbox"/>	<input type="checkbox"/>	Enhancement Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<b>Infrastructure Maintenance</b>			Central Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Route Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Programme Team	<input type="checkbox"/>	<input type="checkbox"/>	Operational Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overhead Condition Renewals	<input type="checkbox"/>	<input type="checkbox"/>	Contingent Labour Contractors	<input type="checkbox"/>	<input type="checkbox"/>	Plant Contractors	<input type="checkbox"/>	<input type="checkbox"/>	Infrastructure Support Services Contractors (Off Track)	<input type="checkbox"/>	<input type="checkbox"/>
	<b>A</b>	<b>T</b>																																																																																																																																																																	
Executive Management Group	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Commercial Property	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Strategic Sourcing	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Corporate Development	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Finance	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Funding	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Govt & Corp Affairs	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Information Management	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Legal Services	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
National Delivery Service	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Network Development	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Ops & Customer Services	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Planning & Regulation	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Safety and Compliance	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
CTRL	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Westwood	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
<b>Engineering</b>																																																																																																																																																																			
Asset Management	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Civil Engineering	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Electrical Power Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																																																	
Enhancement Engineering	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Ergonomics	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
FTOCS	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Ops Principles & Standards	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Plant Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																																																	
Railway Systems	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
T & RS Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																																																	
Telecoms Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																																																	
Track Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																																																	
Signal Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																																																	
<b>Infrastructure Investment</b>																																																																																																																																																																			
Crossrail	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Track	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Programme Controls	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Contracts & Procurement	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
HSEA	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Sig. Power & Comms	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
WCRM	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Construction	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
FTN/GSM-R	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Thameslink	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Enhancement Contractors	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
<b>Infrastructure Maintenance</b>																																																																																																																																																																			
Central Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																																																																	
Route Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Delivery Units	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
National Programme Team	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Operational Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Overhead Condition Renewals	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Contingent Labour Contractors	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Plant Contractors	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
Infrastructure Support Services Contractors (Off Track)	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																	
<p><b>Scope:</b> This procedure applies to all Network Rail Maintenance employees undertaking work of a safety critical nature, on Network Rail controlled infrastructure, and particularly to Line Managers who:</p> <ul style="list-style-type: none"> <li>• Have responsibility for the rostering and/or management of staff in safety critical work posts, and/or</li> <li>• Are responsible for arranging, placing, controlling and monitoring of contracts which involve undertaking work of a safety critical nature on Network Rail controlled infrastructure.</li> </ul>																																																																																																																																																																			
<p><b>What's New/Changed:</b> The requirements for risk assessing and authorising exceedances of working hours have been clarified in more detail to enable compliance with the current standard (NR/SP/ERG/003). The standard has been made more Maintenance-specific, and a clear process has been outlined for the exceedance authorisation process. An update to the risk assessment and authorisation form has also been carried out to make it more user-friendly.</p>																																																																																																																																																																			
<p><b>Affected documents:</b></p> <table border="0"> <tr> <td style="text-align: left;"><i>Reference</i></td> <td style="text-align: left;"><i>Impact</i></td> </tr> <tr> <td>NR/SP/ERG/003</td> <td>Further clarified for the Maintenance organisation; forms revised for Maintenance.</td> </tr> </table>	<i>Reference</i>	<i>Impact</i>	NR/SP/ERG/003	Further clarified for the Maintenance organisation; forms revised for Maintenance.																																																																																																																																																															
<i>Reference</i>	<i>Impact</i>																																																																																																																																																																		
NR/SP/ERG/003	Further clarified for the Maintenance organisation; forms revised for Maintenance.																																																																																																																																																																		
<p><b>Implementation requirements:</b> <i>(The following posts have specific responsibilities within this standard and shall receive technical briefing as part of the Implementation Programme)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Post</th> <th style="text-align: center;">Team</th> </tr> </thead> <tbody> <tr> <td>Principal Maintenance Support Engineers</td> <td>Engineering</td> </tr> <tr> <td>Head Of Maintenance Compliance &amp; Assurance</td> <td>Infrastructure Maintenance</td> </tr> <tr> <td>Delivery Unit Engineers</td> <td>Infrastructure Maintenance</td> </tr> <tr> <td>Section Managers (Track, Signalling, E&amp;P, S&amp;T)</td> <td>Infrastructure Maintenance</td> </tr> <tr> <td>Assistant Section Managers</td> <td>Infrastructure Maintenance</td> </tr> <tr> <td>Team Leaders/Track Chargemen</td> <td>Infrastructure Maintenance</td> </tr> <tr> <td>Section Administrators</td> <td>Infrastructure Maintenance</td> </tr> <tr> <td>National Maintenance Support Engineers</td> <td>Engineering</td> </tr> </tbody> </table>	Post	Team	Principal Maintenance Support Engineers	Engineering	Head Of Maintenance Compliance & Assurance	Infrastructure Maintenance	Delivery Unit Engineers	Infrastructure Maintenance	Section Managers (Track, Signalling, E&P, S&T)	Infrastructure Maintenance	Assistant Section Managers	Infrastructure Maintenance	Team Leaders/Track Chargemen	Infrastructure Maintenance	Section Administrators	Infrastructure Maintenance	National Maintenance Support Engineers	Engineering																																																																																																																																																	
Post	Team																																																																																																																																																																		
Principal Maintenance Support Engineers	Engineering																																																																																																																																																																		
Head Of Maintenance Compliance & Assurance	Infrastructure Maintenance																																																																																																																																																																		
Delivery Unit Engineers	Infrastructure Maintenance																																																																																																																																																																		
Section Managers (Track, Signalling, E&P, S&T)	Infrastructure Maintenance																																																																																																																																																																		
Assistant Section Managers	Infrastructure Maintenance																																																																																																																																																																		
Team Leaders/Track Chargemen	Infrastructure Maintenance																																																																																																																																																																		
Section Administrators	Infrastructure Maintenance																																																																																																																																																																		
National Maintenance Support Engineers	Engineering																																																																																																																																																																		
<p><b>For further information contact:</b> Name: Fiona Kenvyn Contact number: 0207 557 8746 (085 78746) Email: Fiona.kenvyn@networkrail.co.uk</p>																																																																																																																																																																			